

**VILLAGE OF COTTAGE GROVE
VILLAGE BOARD OF TRUSTEES
Monday, July 6, 2020**

MINUTES

1. Call to order

Village President John Williams called the Village Board of Trustees to order at 6:31 pm. this was a Zoom meeting.

2. Determination of quorum and that the agenda was properly posted.

It was determined that there was a quorum of members present and that the agenda was properly posted. Village Board members present were: John Williams, Troy Allen, Jeff Lennberg, Heidi Murphy, Melissa Ratcliff, Sarah Valencia. Paul VanderVelde was absent and excused. Staff present were Village Administrator Matt Giese, Village Clerk Lisa Kalata, Village Planner Erin Ruth, Public Works Director JJ Larson, Village Treasurer Deb Winter, Parks, Recreation and Forestry Director Sean Brusegar, Village Engineer Kevin Lord, Chief Dan Layber, Lieutenant Matt Wagner and Village Attorneys Larry Konopacki and Rick Manthe.

3. Pledge of Allegiance.

4. PUBLIC APPEARANCES – Public’s opportunity to speak.

None.

5. Discuss and Consider the Minutes of The Regular Village Board Meeting on June 15, 2020.

Motion by Allen to approve the minutes from June 15, 2020 as presented, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

6. Unfinished Business

a. Discuss draft of the Village Board's list of priorities.

Giese explained the spreadsheet in the packet and indicated that the top priorities will be incorporated in the budget process or goals of staff. The top six priorities will be discussed as last year at the next several board meetings starting with equity, inclusivity and race being the first priority.

b. Discuss and consider Emergency Preparedness Plan.

Lt. Wagner gave a brief overview of the updated plan that was emailed today, which will put the Village in compliance and staff is recommending going with the option A which would be having a Village only committee. **Motion** by Ratcliff to approve the Emergency Preparedness Plan, seconded by Lennberg. **Motion** carried with a voice vote of 6-0-0.

c. Discuss and consider Ordinance 06-2020 Re: Chapter 36 Emergency Government.

Attorney Manthe explained the revisions to the ordinance and the differences between option A and option B. Option A would have the committee as a Village only committee and Option B would continue to have a joint committee with the Town of Cottage Grove. **Motion** by Valencia to approve ordinance 06-2020 amending Chapter 36 Emergency Government with option A with the addition to section 36-3A appointing the position of Director of Emergency Government, seconded by Murphy. **Motion** carried with a voice vote of 6-0-0.

7. New Business

a. Discuss and consider revised operator license application.

Attorney Manthe explained the changes to the application due to the recent law changes. **Motion** by Ratcliff to approve the operator license application, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

b. Discuss and consider Resolution 2020-08 Re: Liquor License Approval Policy.

Attorney Manthe explained the revisions to the liquor license approval policy. **Motion** by Murphy to approve resolution 2020-08 as presented, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

c. Discuss and consider Wisconsin Election Commission CARES Subgrant.

Kalata explained the requirements of the WEC CARES subgrant. **Motion** by Ratcliff to approve the Wisconsin Election Commission CARES subgrant as presented, seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

d. Annual review of Village consultants: Village Attorney Stafford Rosenbaum.

Attorney Konopacki gave a brief review of the different legal items they have worked on in the last six months. They have the back log caught up and are working on current contracts. They also indicated that if board members have any requests for issues to be handled differently, they are open to feedback.

e. Discuss and consider Block Party Application for Deborah Trzinski-Becker at 208 Maria Ln.

Motion by Murphy to approve the block party application for Deborah Trzinski-Becker at 208 Maria Ln with the recommendation that they follow the Dane County Public Health Order guidelines, seconded by Allen. **Motion** carried with a voice vote of 6-0-0.

8. Reports from Village Boards, Commissions & Committees

8.I. Parks, Recreation & Forestry Committee

Murphy reported they discussed Music in the Grove, which the July dates has been cancelled and they will continue to monitor as they get closer to August for that date. The next meeting will be July 16th.

8.II. Deer-Grove EMS Commission

Allen reported the calls are down from last year, they discussed how they will get reimbursement for COVID-19 expenses from other municipalities, and they will be discussing the added responsibilities to the Medical Director at the next meeting. The next meeting date will be July 16th.

8.III. Law Enforcement Committee

Williams reported they were updated on COVID 19, the case in Minneapolis and the use of force policy, vandalism issue with a personal car in the parking lot of the Police Department, the SRO contract and how to help landlords with nuisance properties. They also discussed the monthly reports provided by Chief Layber.

8.IV. Joint Review Board

Williams reported that the it was a brief meeting to go over the taxing jurisdictions in the Tax Incremental Districts.

8.V. Library Planning Committee

Ratcliff reported they discussed the survey questions and tabled all the other items. The Cottage Grove Elementary Librarian will be at the next meeting which will be on July 13th.

9. Reports from Village Officers

a. Stafford Rosenbaum

i. Legal briefings/status updates

No report

b. COVID-19 update

Giese reported that the plexiglass is in place at Village Hall, and the vestibule is still being used as well. Chief Layber reported they are operating as normal and all police officers have been tested for COVID 19.

Lieutenant Wagner reported that COVID 19 is still predominant in Dane County and the order has been amended, the percentage did go down today. However, Dane County is a hot spot for the age group of 18-29 and face masks are not mandated but highly recommended.

Larson reported that they have an employee who is waiting on test results and has talked with staff on using the precautions in place. He will keep everyone up to date on what is happening in the department. Brusegar reported that they had one employee that was exposed third hand and has been tested and is negative.

c. Update from Village Clerk on recent Court of Appeals decision on absentee voting and upcoming August 11th Primary.

Kalata gave a brief background on the memo in the packet and indicated the court order has not been mandated yet but is anticipated it will be by July 22nd, so the current law is in place. Kalata also reported that they will be using the same voting process as they used in April for the August Primary with voting happening from outside Village Hall.

10. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Allen to approve the Village portion of the vouchers in the amount of \$478,080.58, seconded by Valencia. The check sequence goes from check #47262 to check #47350. **Motion** carried with a voice vote of 6-0-0.

b. Correspondence

Williams reported that he had a young person contact him about a flag design for the Village and he has referred him to the Community Development Authority.

c. Upcoming community events.

The fireworks on Friday were done well.

e. **Future agenda items-** Priorities, Plan Commission items and Baker Tilly will be there to review the audit.

11. Adjournment

Motion by Allen to adjourn at 8:27 p.m., seconded by Valencia. **Motion** carried with a voice vote of 6-0-0.

Lisa Kalata, Clerk
Village of Cottage Grove
Approved:

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.

DRAFT